


GERASIMOS C. VANS
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Office of the Clerk
U.S. House of Representatives
Washington, DC 20515-6601

May 19, 2006

To: Potential Offerors

From: Karen L. Haas, Clerk 
U.S. House of Representatives

Subject: Closed Captioning Request for Proposal – RFP # CLK06000187

The U.S. House of Representatives requires the services of a qualified Contractor to provide full scale, real-time verbatim closed-captioning of the televised House floor proceedings for individuals who are hearing impaired.

The RFP calls for the Offeror to provide 98.6% accuracy of full-scale, real-time verbatim captioning at an average rate of 225-250 words per minute for live broadcast. The Offeror will be required to provide the services gavel-to-gavel for each daily session of the U.S. House of Representatives. The Offeror will be required, as part of the proposal submission, to demonstrate their abilities in performance of a remote, live caption transmission test. In your proposal, please provide your price quotation in accordance with the instructions contained in the solicitation. **Please read the entire solicitation carefully as it contains some provisions that are new and different from previous Closed-Captioning solicitations issued by this office.** Incomplete proposals may not be evaluated.

Due to mandatory electronic screening of all House mail, we request that mailed submissions be sent to an alternative off-site address. Please mail your proposals to the attention of: **Joe Strickland, 2020 12th Street NW, No. 504, Washington, D.C. 20009.** Proposals may also be hand carried to Room B-61 of the Cannon House Office Building not later than 2:00 p.m. July 11, 2006. If you are interested in submitting a proposal, your signed proposal (one original, six copies and one electronic version in MS Word format) must arrive at one of the above addresses listed by 2:00 p.m. July 11, 2006, to be considered and should reference the proposal for which you are responding. Questions must be submitted in writing to V'Anne Tugbang at v.anne.tugbang@mail.house.gov. Questions must be received by 12:00 noon on June 13, 2006.

If you have any questions about this RFP or how to submit proposals, please contact V'Anne Tugbang at (202) 225-7000.